

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Building Inspector I

BAND	GRADE	SUBGRADE
NE	620	
DEPARTMENT: Development Services	ACCOUNTABLE TO: Sr. Building Inspector	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for journey level work in inspecting residential structures to ensure code compliance. Duties include: conducting building inspections, issuing correction notices, inspecting new construction sites at various project phases, providing solutions to builders and contractors to resolve code compliance issues, posting abatements, conducting fire damage inspections and explaining changes to contractors and the general public.		
DISTINGUISHING CHARACTERISTICS: The Building Inspector I is the first level of a three level inspector series. The Building Inspector I is distinguished from the Building Inspector II in that the Inspector II works primarily with commercial construction and requires additional certifications.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Inspects residential construction sites during various phases such as electrical, plumbing, structural and mechanical; inspects alterations or modifications to ensure compliance with regulatory codes.	Daily	
2.	Answers questions and resolves problems regarding code violations.	Daily	
3.	Notify utility providers when it is safe to install electrical and gas connections.	Daily	
4.	Maintains records of inspection results during all phases of construction.	Daily	
5.	Issues rejections/approvals for each phase of construction; takes corrective actions by posting "stop work" orders and abatements and issuing correction notices.	Daily	

Rev. 07/07

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6.	Conducts fire damage inspections.	Monthly	
7.	Testifies in court as an expert witness when criminal citations are issued for code violations.	As Required	
8.	Reviews and approves reports submitted by testing agencies and quality control inspectors.	As Required	
9.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Local ordinances and policies;
- Applicable codes, laws and regulations;
- Basic engineering and construction practices.

Skills (position requirements at entry):

Skill in:

- Reading and interpreting blueprints and specifications;
- Solving code related problems;
- Interpreting and enforcing codes;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in Building Construction and three years experience in building construction or inspection, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;
- International Code Council (ICC) Residential Building Inspector Certification.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, sitting, standing, walking, lifting, feeling, talking, hearing and seeing.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (BEO)

Date: 05/98

Rev.: 07/07 (jls)